



01323 430270

YOUR BUSINESS MOVE CHECKLIST

If you have any question about your upcoming move please call, David, Matt or Debbie on 01323 430270

We take great pride in what we do:





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Guide to Moving Your Business

JWD Removals has the expertise and experience to manage every aspect of your business move efficiently and with minimum downtime for your business.

No matter whether you're moving to a bigger office across town, relocating to another part of the UK or even relocating abroad – JWD Removals provide a comprehensive business removals service that can be tailored to suit your individual requirements.

We understand that relocating a business can be a complicated process, especially if you need to continue operating while the move is in progress.

That's why we are committed to delivering excellent service and value for money and this includes limiting the amount of disruption to your office and staff. So we have produced this guide based on the 50 years of experience and knowledge we have in the commercial removals business.

We offer specialist removal services for IT equipment, office furniture and archives and can provide commercial storage to handle excess stock, furniture or equipment while you settle into your new premises.

Our Move Manager will oversee your complete move, from the planning and packing, throughout the actual move, until all your equipment is set up ready for your employees to get back to work.

Contact us today to talk through your move and we'll take care of everything.

T: 01323 430270

E: hello@jwdremovals.co.uk

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Guide to Relocating Your Business- Checklist:

The planning can never be too detailed; if you plan for every eventuality, nothing can surprise you and you can be sure of a smooth office move. Remember, the longer the move takes, the more it will cost your business, so planning really is everything!

6 WEEKS PRIOR TO YOU MOVING DATE:

- Measure your new office space ready for your new furniture design and layouts!
- Ask your furniture suppliers if they offer advice on layout and design to make the best use of your space.

4 WEEKS PRIOR TO YOU MOVING DATE:

- If you need to, order new furniture to suit the new space and ensure it will be delivered the week before the move
- Contact JWD Removals and talk through the options, get an estimate
- Organise your IT systems and phone lines. Your existing IT support should be able to help you with the technical aspect of the move

3 WEEKS PRIOR TO YOU MOVING DATE:

- Let all of your suppliers know that you are moving, this includes utilities, deliveries and the professional services that you use, accountants, solicitors etc.
- Advise all of your clients / customers why you are re-locating
- Have you mail re-directed to your new address
- Order stationary with the new business address, organise the change of address notifications so they are ready to send, change address on your web site and email templates.
- If your current address is your registered office inform Companies House of your new address.
- Implement any interior refurbishment that is required, painting, space dividers, windows cleaned, door name plates .



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2 WEEKS PRIOR TO YOUR MOVE

- While the new premises are empty, have all your broadband and phone lines put in.
- Make sure you have all the essentials in place and check the kitchen and bathroom facilities are all working
- Have a stand by position for desks, files and IT equipment in case of delays.

1 WEEK PRIOR TO YOUR MOVE:

- Let JWD Removals supply and deliver your moving boxes – we offer a packing service for you, so your employees can continue working for as long as possible
- Ensure large pieces of storage furniture are set up so they can be used straight away
- Have your IT company set up all the necessary servers, cables and wiring.
- Make sure that all your furniture is delivered and arrange for JWD to set it all up.
- Organise a final clean of the old office and leave it in a good condition.
- Defrost the freezer.

ON THE DAY OF YOUR MOVE:

We know that being in charge of an office move can be stressful and nerve-racking - after all there is a lot at stake - but if you follow this guide and plan everything meticulously, on moving day you should be able to relax a little!

Leave your move in the safe and capable hands of JWD Removals.

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